BY ORDER OF THE COMMANDER
WRIGHT PATTERSON AIR FORCE BASE (AFMC)

WRIGHT PATTERSON AFB
INSTRUCTION 13-202

13 NOVEMBER 2003

Airfield Operations

VEHICLE OPERATIONS ON THE AIRFIELD

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

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This instruction incorporates applicable requirements, information, and procedures from AFI 13-213, *Airfield Management,* AFJMAN 24-306 *Manual for the Wheeled Vehicle Driver,* AFOSH 91-100 *Aircraft Flight Line – Ground Operations and Activities,* AFI 91-202 *USAF Mishap Prevention Program, and* AFI 91-204 *Safety Investigations and Reports.* This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8012. The instruction prescribes procedures for operating motorized vehicles on runways, taxiways, aircraft parking ramps, hangars, associated maintenance and servicing areas where you may encounter aircraft, and including bicycle operations on ramps at Wright-Patterson Air Force Base. It is a directive for all assigned, attached, and tenant organizations, but is not intended as a comprehensive definitive document that applies to all flightline driving situations.

SUMMARY OF REVISIONS

Minor corrections to document.

1. General.

1.1. WPAFB has two airfields: Wright Field and Patterson Field. Wright Field is closed; however, HQ AFMC may allow an occasional flight into this field for aircraft delivery to the USAF Museum. The Chief, Airfield Management (CAM) or designated representative will approve all vehicle operations near the runway during aircraft operations at Wright Field. Patterson Field is the only active airfield on WPAFB and is controlled by the Control Tower.

1.2. Patterson Field has two active parallel runways (RWY) orientated northeast/southwest: RWY 05L/23R and RWY 05R/23L. RWY 05L/23R, an instrumented RWY, is 12,600 feet long and 300 feet wide and has a 900 foot overrun on the northeast end and a 1,000 foot overrun on the southwest end. RWY 05R/23L, a non-instrumented RWY, is 7,000 feet long and 150 feet wide with no overruns.

1.3. All personnel operating a general purpose motor vehicle--whether government vehicle (GOV), General Services Administration leased vehicle (GSA), commercially leased vehicle, or privately owned vehicle (POV)--must possess the following: a valid state driver's license (or an international driver's license), and a valid AF Form 483, **Certificate of Competency**, issued from Wright-Patterson AFB unless authorized by the CAM. Personnel required to operate special purpose vehicles, or any vehicle over 1.5 tons, on the airfield must be certified and qualified to operate these vehicles IAW AFI 24-306 and must possess a government issued driver's license and the AF 483. The unit Flightline Driving Program Manager (FDPM) shall validate the AF 483 annually for completed refresher training.

1.4. To obtain flightline driving authorization, drivers must successfully complete the WPAFB Flightline Drivers' Training Course and pass a written test. This is normally administered by the organization's FDPM. For initial issue, as a minimum, the Flightline Drivers' Training Course will consist of:

1.4.1. View the WP Flightline Driving Video, and complete the Flightline Driving CBT (developed by HQ ACC/DORO). Video and CBT are both available on the local area network (LAN)

For CBT: \\wsc0fs001ws\fltvideo\Flightline Driving CBT\Start_fd.htm

For Video: \\wsc0fs001ws\fltvideo\Fltline_Video.mpg

1.4.2. The individual must receive flightline familiarization/orientation for day (night as required), and a flightline driving test (check ride). The scope of orientation and check ride shall be commensurate with duties to be performed on the flightline.

1.4.3. The individual must be provided Control Tower light gun signal recognition training, and demonstrate ability to distinguish between red, green, white, yellow, and blue.

1.4.4. Receive procedures for proper radio terminology/phraseology if required to operate a motorized vehicle in Controlled Movement Areas (CMAs).

1.4.5. The individual's FDPM will submit a completed Letter of Certification and a completed AF Form 483 to the CAM for signature.

2. Responsibilities.

2.1. Unit Commanders.

2.1.1. Appoint a primary and alternate unit Flightline Driving Program Manager to 88 OSS/OSAM. Letters of appointment must be delivered to 88 OSS/OSAM prior to training being administered. As personnel changes occur, new letters must be submitted.

2.1.2. Certify that personnel are qualified to drive on the flightline (see **Attachment 4**). (Authority may be delegated, in writing, to individual unit Flightline Driving Program Managers).

2.1.3. Limit the number of personnel authorized to drive on the flightline to absolute minimum.

2.1.4. Submit a letter to 88 OSS/OSAM on all airfield violations. State that retraining has been accomplished, or what steps have been taken to prevent recurrence, and commander's recommendation for reinstatement of airfield driving privileges.

2.2. CAM/DCAM.

2.2.1. Develops the local flightline driver's familiarization program and provides it to unit FDPMs.

2.2.2. Instructs unit FDPMs on flightline driving requirements and provides information/material needed to train unit personnel.

2.2.3. Annually inspects all unit FDPMs' training material and documentation to ensure full compliance with this and other applicable AF instructions.

2.2.4. Investigates all flightline violations and determines appropriate measures taken against violators. Measures include suspension/revocation and/or restrictions of flightline driving privileges.

2.2.5. Investigates all AF Form 457, **USAF Hazard Report**, and AF Form 651, **Hazardous Air Traffic Report** for all flightline violations. Will take immediate action to either correct the problem or apply appropriate interim control measures. As a minimum, all CMA violations will result in revocation of violator's flightline driving privileges until the individual is recertified to drive on the flightline.

2.2.6. Obtain facts on the incident from the Control Tower and the individual on the reported incident. Ask the Tower Watch Supervisor to safeguard tape recordings and provide a dubbed tape or transcript as necessary. Complete AF Form 457 or AF Form 651 as applicable.

2.2.7. Confiscate violator's AF Form 483 as necessary. This is mandatory if a runway incursion has occurred.

2.2.8. Notify the FDPM and unit commander of violations that result in suspension/revocation or restriction. **Note:** The commander shall be notified in writing of the events that occurred and of the actions taken.

2.2.9. Maintain a file on all violations for one year.

2.2.10. Report all CMA violations to the Airfield Operations Board. Report who, what, where, when, and how.

2.3. 88th Security Forces.

2.3.1. Apprehend airfield violators when requested by Airfield Management or the Control Tower. Escort violators to Airfield Management Operations (AM Ops) or contact Airfield Management at 76206.

2.3.2. Provide Airfield Management with a current copy of the Suspension/Revocation and/or Barred Listings of all on/off base violations that result in the loss of base driving privileges. **Note:** Loss of base driving privileges also results in loss of the individual's AF Form 483. If loss of driving privileges is for six months or longer, the individual will be required to complete refresher training before being reissued a new AF Form 483.

2.4. Flightline Driving Program Manager (FDPM).

2.4.1. Must be trained and certified to drive on the flightline.

2.4.2. Administers the unit Flightline Drivers' Training Program. The program will include: Control Tower light gun signal recognition training, classroom training, practical flightline driving procedures for day (night as required), a flightline driving test (check ride), and a written flightline driving test.

2.4.3. Ensures all unit personnel having a requirement to drive on the airfield receive initial Flightline Drivers' Training and recurrent annual training prior to expiration of the individual's AF Form 483. At his/her discretion, recurrent training may be documented by issuing a new AF Form 483 or by completing the appropriate Refresher Training blocks on the reverse side of WPAFB-issued AF Form 483. Airfield Management must be informed, in writing (see **Attachment 5**), when an AF Form 483 is renewed by using the Refresher Training block.

2.4.4. Develops the criteria for and provides the vehicle check rides required by AFOSH Standard 91-100, *Aircraft Flightline – Ground Operations and Activities*, Chapter 6, and AFJMAN 24-306, *Manual for the Wheeled Vehicle Drive,* Chapter 25. The scope of the check ride shall be commensurate with the range of flightline duties to be performed. Individuals who routinely drive across active runways must demonstrate knowledge of safety factors and communications procedures involved with runway crossings, along with other flightline driving requirements. Personnel who operate vehicles only on aircraft parking ramps will be checked for awareness of requirements appropriate to the location of their vehicle operation.

2.4.5. Ensures all vehicle operators are licensed and certified to operate a vehicle on the flightline.

2.4.6. Ensures that all government vehicles are marked IAW T.O. 36-1-191 when they are operating in areas used by aircraft. Government vehicles, without approved markings are permitted to operate only where designated traffic lanes are established and approved. There are no traffic lanes on the transient parking ramp.

2.4.7. Ensures that all bicycles are equipped and that protective gear is worn IAW WPAFBI 31-204. Bicycle operators are required to obtain an AF Form 483 when riding on the flightline.

2.4.8. Maintains records, associated forms, and a listing of all unit personnel authorized to drive on the flightline. Reviews and updates records quarterly. Forwards a copy to 88 OSS/OSAM.

2.4.9. Notifies Unit Commander and 88 OSS/OSAM, in writing, after revoking an individual's flightline driving privileges.

2.4.10. Schedules training for replacement FDPM with the DCAM at least 30 days prior to relinquishing unit duties.

2.4.11. Screens individuals for color vision testing using a computer generated Pseudo-Isochromatic Color Vision Test provided as part of the Flightline Drivers' Training Package. If further

testing is required, military personnel will schedule testing through the base hospital and civilians will schedule testing at the Occupational Medicine Flight located in Bldg 675, Area B.

2.4.12. Conducts and documents annual refresher training for all flightline drivers and submits documentation to 88 OSS/OSAM (see **Attachment 5**). Is authorized to sign reverse side of AF Form 483 for annual recertification training.

2.4.13. Anyone visiting Wright-Patterson in TDY status will be the responsibility of the office or unit being visited or, if appropriate, the detachment commander. If a visitor has an AF Form 483 from another base, it will be honored after receiving a briefing on all flightline driving procedures pertinent to Wright-Patterson.

2.5. Airfield Management Operations (AM Ops).

2.5.1. Monitors and controls all policies and procedures applicable to the operation of vehicles on the flightline and airfield.

2.5.2. Detain airfield violators and perform the following actions:

2.5.2.1. Notify the CAM or DCAM and AOF/CC immediately of any CMA violations.

2.5.2.2. When the CAM or DCAM is not available, will obtain facts on the incident from the control tower and the individual on the reported incident. Complete AF Form 457 or AF Form 651 as required.

2.5.2.3. Confiscates violator's AF Form 483 when necessary. Mandatory if a runway incursion has occurred.

2.5.2.4. Debriefs a violator on actions to be taken as a result of the incident.

2.5.3. Takes appropriate actions when notified of a disabled vehicle on the airfield (i.e., notifies base motor pool for wrecker assistance, closes RWY/TWY). Sends NOTAM, or notifies Control Tower to issue airfield advisory information as required.

2.6. Control Tower.

2.6.1. Control Tower personnel will ensure responding emergency vehicles are given priority and will hold all other ground traffic that may interfere with the emergency response.

2.6.2. Report all CMA violations to AM Ops immediately for appropriate action.

2.6.3. Complete and submit AF Form 651 to ASC/SEF and 88 OSS/OSAM for all RWY intrusions that had an adverse impact on flight operations in the CMA (arrivals, departures, etc.).

2.6.4. Complete and submit AF Form 457 for all flightline violations that do not have an adverse impact on flight operations to the CAM to take immediate action to correct the problem or apply interim control measures.

2.6.5. Watch Supervisor shall safeguard tape recordings and provide a dubbed tape recording or transcript as requested by the CAM/DCAM for flightline violation investigations.

3. Training and Licensing.

3.1. Unless otherwise approved by the CAM, all individuals that are required to drive a vehicle anywhere on the airfield must be completely trained in the following areas (includes POV operators): Entry control points, vehicle traffic flow, speed limits, runway/taxiway markings and signs, vehicle

parking and chocking, radio procedures to obtain Control Tower approval to operate vehicles in the CMA, i.e., on, across, or within 100 feet of an active runway/overrun and Instrument Landing System (ILS) critical areas, FOD control prevention and reporting, vehicle operation in vicinity of aircraft, and approaching aircraft (day and night). **Note:** Individuals not receiving night orientation/training check rides will have their AF Form 483s restricted. The restriction will be annotated on the AF 483 certification block (DAYLIGHT HOURS ONLY). Training must occur prior to removal of any restrictions.

3.2. A minimum score of 80 percent correctable to 100 percent is required to pass the written test. Personnel who don't pass the written test must wait a minimum of one week before retesting.

3.3. Must possess a WPAFB-issued AF Form 483 endorsed to show receipt of Flightline Drivers' Training. AF Form 483 expires on the last day of the 12th month after the month of issue. Personnel with an AF Form 483 that has expired, or will expire within the next 30 days, must reaccomplish Flightline Drivers' Training and pass a written test to revalidate their AF Form 483. **Exception:** Vehicle operators operating exclusively in Aero Club and 445 AW parking lots.

3.4. DoD TDY personnel must coordinate with the CAM before driving on the airfield.

3.5. All individuals shall receive a daytime (and nighttime if required) check ride after receiving all required training. The Letter of Certification (see **Attachment 4**) must indicate that the check ride has been completed.

3.6. All contractor personnel will receive appropriate local training.

4. Vehicles Authorized on the Airfield:

4.1. To further AM Ops situational awareness of units working on the airfield (excluding ramps), operators of airfield support vehicles shall coordinate with AM Ops when entering/exiting the airfield. For the purpose of this paragraph, airfield support vehicles are defined as vehicles engaged in airfield sweeping, mowing, snow removal, pavement repair, arresting gear maintenance, airfield electrical work, navigational/meteorological equipment repair, surveying, contractor/subcontractor operations, or any other vehicle supporting airfield maintenance, installation or repair. Multiple vehicles operating for the same purpose (i.e., snow removal, airfield maintenance, etc.) may make one report to AM Ops when entering/exiting the airfield provided the total number of vehicles are indicated. This is not in lieu of contacting the control tower for access into the CMA.

4.2. POVs--to include rentals, motorcycles, bicycles, and other types of private transportation--will NOT be operated on runways, taxiways, or ramps, without the permission of the CAM. Airfield Management, Wright-Patterson Control Tower, and Security Forces will be notified when unmarked contractor vehicles are operating on the airfield. This information, if possible, will include: when, where, vehicle make, model, color, and license number. All POV vehicles must possess a POV pass. The CAM will approve vehicles to operate without a pass where it is impractical to display a POV pass (i.e., tractors, backhoes, bobcats, graders, etc.).

4.2.1. No person may operate a POV on the WPAFB flightline unless a current POV Flightline Pass is displayed from the vehicle's inside rearview mirror and is visible to security personnel from outside the vehicle, unless otherwise coordinated and approved by the CAM or DCAM. **Note:** Aero Club and 445 AW parking areas are exempt from this requirement.

4.3. All vehicles that operate on any portion of the airfield will have a copy of the airfield diagram in the vehicle at all times. Vehicles operating in the CMA must also have FAA Form 5280-7, **Visual Aid**, or Air Force Visual Aid, AFVA 13-221, or Wright-Patterson Visual Aid, WPVA 13-2, *Control Tower Light Signals*, which is available for downloading on the LAN and local printing (color printer required) **(LAN)**

For CBT: \\wsc0fs001ws\fltvideo\Flightline Driving CBT\Start_fd.htm

For Video: \\wsc0fs001ws\fltvideo\Fltline_Video.mpg

Exception: Vehicle operators that operate solely on ramps are exempt from this requirement. (However, a ramp diagram is highly recommended).

4.4. Contractors and vendors will not enter any movement area without obtaining a POV pass and prior approval from the CAM. They must be briefed and receive appropriate training before operating in these areas. Contractors must notify AM Ops prior to each entry and departure on or off the airfield. They will stop by AM Ops, Bldg 206, and sign for an Land Mobile Radio (LMR) radio for direct communications with the Control Tower as required or instructed. **Exception:** The term "contractors" does not apply to long term contractors working on the airfield, i.e., Transient Maintenance, Fuels, Passenger Terminal, or Air Freight personnel, who have obtained an AF Form 1199 and AF Form 483 for flightline driving as required in the performance of their duties.

5. Vehicle Operating Procedures on the Flightline.

5.1. For utmost safety and security on the flightline, use street side access to flightline buildings to the maximum extent possible. Accessing the flightline for convenience is not authorized. There are several preferred airfield entry points (see **Attachment 7**).

5.2. Airfield Entry and off Pavement Operations.

5.2.1. To prevent the possibility of Foreign Object Damage (FOD) to aircraft, vehicle operators will inspect and remove all foreign debris from tire tread prior to entry onto the airfield. Inspect and ensure all equipment carried on the vehicle is properly stowed and secured. Every operator is responsible to help keep the flightline safe and FOD-free. Pick up and properly dispose of any debris you find on the airfield. Immediately report location of FOD observed anywhere on the airfield to Airfield Management Operations (AM OPS) on the LMR Base Ops talk group or call 72131.

NOTE: Wildlife can pose a serious threat to aircraft. Immediately report any wildlife (type, species, and location) observed on the airfield to AM Ops on the LMR Base Ops talk group or call 72131.

5.2.2. Vehicles will operate on paved surfaces to the maximum extent possible. Vehicles that must operate off the paved surface shall inspect and remove debris from tires prior to reentry onto the paved surface. Inspect undercarriage for mud, snow, or ice. For accumulated snow or ice, remove from undercarriage to the maximum extent possible. For accumulated mud on the undercarriage, drive slowly at the edge of the pavement and depart the airfield from the closest exit. Monitor pavement as you exit and notify AM Ops if sweeping is required. Wash and clean the undercarriage of vehicle before reentry onto the airfield.

5.2.3. Each vehicle driver will ensure all passengers are seated with seat belts fastened while the vehicle is in motion.

5.3. Flightline Speed Limits:

5.3.1. General purpose vehicles – 15 mph.

5.3.2. Special purpose vehicles (i.e., tractors, tugs, forklifts, sweepers, etc.) – 10 mph.

5.3.3. All vehicles in close proximity to aircraft (within 50 feet) – 5 mph.

5.3.4. For reduced visibility, or when snow and ice is present on paved surfaces, reduce speed to 10 mph maximum. Defer when possible and restrict vehicle operations to mission essential.

5.3.5. Snow and ice removal vehicles will operate at a speed commensurate with safety during snow and ice control operations.

5.3.6. To accommodate the taxiing speed of aircraft, guiding “follow me” vehicles are permitted to exceed the normal 15 mph speed limit.

5.3.7. During emergencies, all emergency response vehicles (i.e., fire, crash equipment, ambulances, Airfield Management, and Security Forces) may exceed speed limits when people and property are not endangered.

5.3.8. To expedite airfield inspections, airfield checks, mammal, and bird dispersal control, Airfield Management vehicles are authorized to operate vehicles on RWYs/TWYs and infield/outfield areas commensurate with safety but not to exceed 50 mph. This includes other vehicles that are operating under the control of Airfield Management such as bird dispersal teams. For flight safety, under extreme conditions Airfield Management may be required to close RWYs, TWYs, or both to facilitate in mammal or bird dispersal.

5.4. Driving in Close Proximity to Aircraft.

5.4.1. All vehicles will approach parked aircraft with the driver side nearest the aircraft.

5.4.2. Vehicles will not be driven within 25 feet of an aircraft except when servicing, loading or off-loading the aircraft and then spotters will be used to position and guide the vehicle's approach to the aircraft. **Exception:** Crash, fire, or rescue vehicles responding to an emergency.

5.4.3. For maximum safety, no vehicle will be parked or driven closer than 25 feet in front of, 25 feet lateral, or 200 feet behind any aircraft with engines operating or about to be put into operation.

5.4.4. Vehicles will remain a minimum of 25 feet from helicopters at all times unless directly involved in supporting operations such as towing or refueling.

5.4.5. No vehicle will pass in front of fighter aircraft parked in the arm/de-arm, or hazardous cargo areas.

5.4.6. No vehicle will be driven under any part of an aircraft.

5.4.7. If it is necessary to drive off paved surface to avoid aircraft, reentry to the paved surface will ONLY be accomplished after inspecting tire treads and removing any debris found. Ensure the paved surface is FOD-free after entry.

5.4.8. Do not park or drive any vehicle, except the "follow me" vehicle, in front of a taxiing aircraft. No vehicle will be driven between a taxiing aircraft and its respective "follow me" vehicle.

5.5. Airfield Parking.

5.5.1. With the exception of support vehicles, there will be no parking on RWYs or TWYs, unless approved by the CAM. All other vehicles shall be pre-approved by Airfield Management when parking within the CMA area or within 200 feet of a taxiway centerline (vehicles will not be left unattended). No vehicles or equipment will be parked on infield/outfield areas without approval of the CAM. All other approved vehicles may operate on the ramp to conduct normal business, but will be removed from the ramp area when not in operation or when parked at a designated area.

5.5.2. Vehicle operators will not leave vehicles unattended on the airfield unless:

5.5.2.1. The ignition is turned off.

5.5.2.2. The key is left in the ignition.

5.5.2.3. The door remains unlocked.

5.5.2.4. Vehicle will not be parked pointed toward an aircraft.

5.5.2.5. Parking brake set. All vehicles and wheeled equipment that do not have integral braking systems when left parked or unattended on an aircraft-parking ramp will have one rear wheel chocked fore and aft.

5.5.2.6. Transmission lever is placed in PARK (automatic transmission) or the lowest gear (manual transmission) to take the vehicle away from the nearest aircraft (i.e., headed toward an aircraft, use reverse, headed away from an aircraft, use lowest forward gear).

5.5.2.7. Vehicles parked along the side of aircraft, will have the driver's side toward the aircraft and will be located clear of aircraft wingtips and be clearly visible to personnel in the cockpit.

5.5.2.8. Park bicycles near the nose of a parked aircraft. Position bicycles upright, using a kick stand, and parked in a position that will not interfere with the maintenance or servicing of the aircraft.

5.5.2.9. Passenger carrying vehicles will only stop at the side of an aircraft when actually loading or unloading personnel.

5.5.2.10. All motor vehicles will use emergency warning flashers (direction lights front and rear) when parked on the ramp area during hours of darkness or inclement weather.

5.5.2.11. During aircraft emergencies, emergency vehicles will be parked as directed by the Fire Chief or CAM.

5.5.2.12. Emergency vehicles that must remain in operation at the scene of an emergency, and aircraft servicing support vehicles, which require the vehicle's engine to operate as a power source for auxiliary components, may be left unattended while the engine is running. However, the parking brake will be set, the transmission placed in neutral or park, and the rear wheels chocked fore and aft. Aerospace Ground Equipment (AGE) towing vehicles may be placed in neutral while the driver completes hookup operations to facilitate movement. Drivers must shut off their vehicle and set parking brake and place vehicle in park or reverse if they do not depart with the AGE equipment following hookup.

5.5.2.13. Snow removal operators may leave vehicle engines running for servicing and removing accumulated snow and ice on their equipment under the following conditions:

5.5.2.13.1. The surrounding area (a minimum of 500 feet in any direction) is void of air-

craft. A remote isolated area is preferred.

5.5.2.13.2. Transmission lever is placed in park (automatic) or neutral for manual transmission.

5.5.2.13.3. Parking brake set.

5.5.2.13.4. Place chocks fore and aft of at least one rear wheel if vehicle does not have an integral brake system.

5.5.2.13.5. Removed snow and ice does not pose a FOD hazard to aircraft or vehicles.

5.6. Maintenance Equipment Operations on the Flightline:

5.6.1. Personnel will not leave aircraft support equipment (i.e., fire extinguishers, ladders, chocks, work stands, tugs, etc.) where it presents a potential hazard to taxiing or towed aircraft. When personnel are not using equipment, they will remove it from the flightline and store it in a designated location. Personnel will secure all equipment left outdoors to prevent accidental movement by wind or engine blast.

5.6.2. Personnel using powered or non-powered aircraft ground equipment on the flightline must either set the equipment's brakes or chock the wheels. Personnel may deviate from this requirement only when authorized by a technical order.

5.6.3. Personnel will tow maintenance stands IAW AFOSH Standard 127-9. Vehicles will tow maintenance stands with hitches designed for this purpose. No more than two maintenance stands will be towed in tandem.

5.6.4. When a ground power unit is attached to an aircraft, personnel will orient the ground power unit to the nose of the aircraft IAW unit operating instructions for the type of power unit being used. Personnel will place the unit as far away from the aircraft as the power cord permits while still allowing the power cord to lie freely on the ground.

5.6.5. Personnel will not operate power equipment within 50 feet of an aircraft during fueling operations except as provided by T.O. 00-25-172. If possible, personnel will place ground power units upwind and at least 60 feet from the fuel servicing equipment.

5.6.6. Personnel will not position ground power units or any other ground support equipment in such a manner that a collision could occur if the aircraft's brakes failed during parking.

5.6.7. While an aircraft is being parked, personnel will not position any equipment until the aircraft's engines have been shut down, its wheels chocked, and the personnel parking the aircraft have given an "all clear" signal. EXCEPTION: During engines running onload/offload (ERO) operations, personnel may deviate from this procedure if authorized in ERO directives.

5.7. Forklift, High-Lift Truck, and K-Loader Special Operations:

5.7.1. Units using forklifts, high-lift trucks, and K-loaders will develop and publish safety checklists for this equipment IAW AFOSH Standard 127-66. Supervisors of the operators using the equipment are personally responsible for correcting any deviation from established safety procedures.

5.7.2. Forklift, high-lift truck, and K-loader drivers will satisfactorily complete the Flightline Drivers' Training Course conducted by the using organization, and must satisfactorily accomplish training in the operation of their equipment prior to driving on the flightline.

5.7.3. When maneuvering within 25 feet of an aircraft, forklift, high-lift truck, or K-loader, drivers will use a safety guide to assist in determining adequate clearance. Pre-positioned bumper chocks will be used to prevent unintentional driving into the aircraft. Bumper chocks will remain in place as long as the vehicle is within 10 feet of the aircraft.

5.7.4. Forklift, high-lift truck, and K-loader drivers will bring their vehicles to a complete stop before tilting, raising, or lowering a load. Drivers will not drive under any part of an aircraft unless it is required in aircraft loading/unloading.

5.7.5. High-lift truck drivers and their safety guides will ensure that at least 5 feet separate a high-lift truck from any portion of an aircraft prior to raising a truck's bed.

5.7.6. The use of high-lift trucks to service low-bed aircraft such as the C-141 and the C-130 is potentially dangerous. High-lift truck drivers will only use their trucks to service these aircraft when the drivers have supervisory approval.

5.8. Procedures for Crossing, Entering, or Operations Within 100 Feet of Runways.

5.8.1. The Patterson Control Tower is responsible for the control of vehicles entering, crossing, or operating on the runways, or within 100 feet either side of runways, overruns, or localizer critical areas. This area is referred to as the CMA IAW WPAFBI 13-201 (see **Attachment 2**).

5.8.2. Do not cross runways for convenience. Crossings are limited to vehicles engaged in mission support, or sustaining operations of the airfield (i.e., METNAV maintenance, snow plows, Airfield Management, barrier maintenance, exterior electricians, mowers, munitions, freight handlers, etc.) and responding emergency vehicles.

5.8.3. Vehicle operators crossing either runway will utilize TWY Charlie (see **Attachment 6**) as the primary route unless destination or purpose for being on the airfield makes this impractical. Airfield crossings shall not be used as a “shortcut” in lieu of using the base perimeter road system.

5.8.4. Vehicles that routinely operate in the CMA shall be marked/flagged or equipped with a yellow flashing light for high daytime visibility and, if appropriate, shall be lighted for nighttime operations. If flagged, the flag shall be on a staff attached to the vehicle so that the flag will be readily visible. The flag shall be at least a 0.9 X 0.9 meters (3 X 3 foot) square having a checkered pattern of International Orange and White squares at least 0.3 X 0.3 meter (1 X 1 foot) on each side. The flag will be used for daytime VFR only.

5.8.5. Entry into the CMA via TWYs can be distinguished by airfield markings (yellow lines on black background painted across the pavement) called VFR hold lines. Another indicator is internally lit signs either side of the taxiway that are coincidental to VFR hold lines (see **Attachment 3**).

5.8.5.1. Three types of signs may be encountered on the airfield. They are:

5.8.5.1.1. Mandatory Signs: These signs are red background with white legend. They indicate an action required with the Control Tower before proceeding beyond the sign.

5.8.5.1.2. Taxiway Designations Signs: Black background with yellow legend. They indicate the taxiway you are currently on.

5.8.5.1.3. Information Signs: Yellow background with black legend. They provide destination, direction, or information.

5.8.6. Prior to entering the CMA, you must have established positive two-way radio communications and received approval from the Control Tower. Two-way radio contact must be maintained at all times while operating in the CMA. Vehicles operating in the CMA that do not have radio contact with the Control Tower will have an escort with that capability and will be under their supervision.

5.8.7. Vehicle operators must apply good sound communication practices with the Control Tower using proper radio terminology and phraseology. This is to ensure that all parties clearly understand the requests and instructions.

5.8.8. Tower ground controllers monitor several frequencies at the same time so your patience is required. Before contacting ground control, be sure the frequency is clear and that your radio is turned to the Tower Talk Group when using the base LMR system. If you are unsure which runway is active, read verbatim the signs at the RWY/TWY intersection. They indicate the runway you're crossing, and the taxiway you're on. The procedures and phrases to use are as follows:

5.8.8.1. "Patterson ground, (your call sign), to cross runway five left two-three right at Charlie." Then state the number of vehicles if more than one.

5.8.8.2. Ground control will reply with "(your call sign) Patterson ground proceed across runway five left two-three right at Charlie." or ground control may reply with "(your call sign) Patterson ground hold short of runway five left two-three right." Make sure the tower is communicating with you. **You must hear your call sign**.

5.8.8.3. Repeat the instructions as you understood them from ground control whether to hold or proceed across the runway. If you're not clear about the instructions received from ground control repeat your request. The vehicle operator is responsible to check for approaching or taxiing aircraft in either direction before proceeding on or across the runway.

5.8.8.4. Once you have departed the runway, report back to ground control that you are off the runway. Do not use the term "clear".

5.8.8.5. Vehicles operating in the CMA who experience radio failure must exit the CMA and attempt to leave the airfield via routes not requiring Control Tower communication. If this is not possible, the operator should point the vehicle towards the Control Tower and flash the headlights on and off to attract the Control Tower's attention, who then communicates with the vehicle via the following standard light gun signals:

5.9. Control Tower Light Signals.

5.9.1. When communications are lost between a vehicle operator and the Control Tower, ground control will use the following light gun signals to reestablish communications. The light gun signals used and their meaning are as follows:

Light Signal	Meaning
Steady Green	Cleared to proceed.
Steady Red	Stop, vehicle will not be moved.
Flashing Red	Clear the runway or taxiway immediately.
Flashing White	Return to starting point.
Red and Green	General Warning, exercise extreme caution.

NOTE: Control Tower light signals are not authorized as the single communication device unless an emergency situation dictates otherwise. If tower personnel think that you've failed to see the light gun signals, they'll utilize runway, taxiway, or approach lights (turning them off and on) to get the vehicle operator's attention. Once the vehicle operator is alerted, he/she will either reestablish radio communications or follow light gun signals immediately clearing the runway/taxiway and contact AM Ops @ 72131 to advise them of the situation and report off the runway. AM Ops will in turn notify the tower that the vehicle is off and any other pertinent information, which might affect aircraft operations.

5.9.2. If radio contact is lost with a vehicle, the Control Tower may request any other vehicle concurrently operating on the airfield to respond to the unit experiencing radio communication failure. AM Ops will provide assistance if no other airfield vehicle is available.

5.9.3. Procedures for Operating on Taxiway, Infield, and Outfield Areas.

5.9.3.1. If you encounter a taxiing aircraft, pull your vehicle, regardless of type, over to the edge of the hard surface, and stop. If the aircraft will pass closer than 25 feet to your vehicle, reverse your course or proceed to a point where you can clear its path.

5.9.3.2. Vehicles will proceed on all taxiways driving to the right of the taxiway centerline.

5.9.3.3. Vehicle operators must monitor the Tower Talk Group on the LMR when operating on taxiways, hazardous cargo pads, arm/de-arm areas, and infield/outfield areas on the airfield.

5.9.4. Procedures for Operating a Vehicle at Night or During Inclement Weather.

5.9.4.1. When approaching a moving aircraft at night, immediately turn off your headlights so the pilots won't be blinded or have their night-vision affected, but leave the parking lights on so the pilot can see your vehicle. If your vehicle is equipped with daytime running lights take whatever measures are necessary to turn off the headlights, but leave the vehicle parking lights on. Leave the headlights off until the aircraft is out of range. Use your emergency warning flashers when parked on the flightline during hours of darkness.

5.9.4.2. All vehicles will operate with four-way warning flasher lights on (day or night) during inclement weather anywhere on the airfield, or with overhead flashing lights. **Exceptions:** Specialized aircraft service vehicles (i.e., passenger staircase trucks, latrine servicing trucks) after the vehicle is positioned at the aircraft being serviced, and AGE tow vehicles during the momentary, non-delayed, pick up and drop off of equipment. Vehicles exempted under these circumstances must be reflectorized to indicate length, width, and height IAW T.O. 36-1-191.

5.9.4.3. All motor vehicles will use emergency warning flashers (directional lights, front and rear) when parked on the flightline during the hours of darkness or inclement weather.

5.9.4.4. Vehicles will not operate beyond any taxiway instrument (INST) hold line (sometimes referred to as IFR hold lines) if the adjacent instrument hold signs are illuminated unless you have received approval from the Control Tower (see **Attachment 3 & Attachment 8**). If in doubt, the vehicle operator shall contact the Control Tower for permission to enter or transit instrument critical areas.

5.9.4.5. Taxiways can be distinguished from runways by blue lights along the edge and solid yellow taxi lines painted down the center of the taxiway. Runways have white lights along the edge with broken white painted markings down the center of the runway.

5.10. Emergency Response Vehicle Operations.

5.10.1. Emergency Vehicles, Fire/Crash Recovery, Medical, Airfield Management, Safety, and Security Forces vehicles responding to an aircraft emergency have priority over normal vehicular traffic. Emergency vehicles will not cross any runway without clearance from the Control Tower. **Emergency response vehicles shall not assume right of way**.

5.10.2. To facilitate the fastest possible response time of emergency response vehicles, the Control Tower shall anticipate emergency response vehicle movement on the airfield after activation of the Primary or Secondary Crash phones. Upon arrival of the in-flight-emergency (IFE) aircraft, ground control shall announce over the radio, using the CFR-1 talk group, unsolicited emergency response vehicle authorizations to enter the CMA. EXAMPLES:

5.10.2.1. All emergency response vehicles at the approach end of (active RWY) entry approved.

5.10.2.2. All emergency response vehicles at TWY Charlie entry approved (active RWY).

5.10.3. **Note:** This does not relieve emergency response vehicle operators from obtaining Control Tower approval if tower fails to automatically provide clearance on to the RWY.

5.10.4. All emergency response vehicles operating on the airfield during non-emergency operations will adhere to normal flightline driving procedures.

6. Controlled, Restricted, and Free Zone Areas.

6.1. Controlled Area.

6.1.1. The entire airfield is delineated from base property by a six to eight foot high chain link fence marked with controlled area signs. This boundary also delineates the controlled area designated as AA. You must have in your possession an AF Form 1199, **Air Force Entry Control Card**, when operating anywhere inside the controlled area, or be escorted by someone who possesses a line badge designated for area AA. **Exception:** An AF Form 1199 issued from another military installation will be honored for transient aircrews, and maintenance personnel while operating at WPAFB.

6.1.2. Personnel without a line badge operating within the controlled area must be listed on an Entry Authorization List (EAL) approved by 88 OSS/CC or designated representative.

6.2. Restricted Areas.

6.2.1. There are several restricted areas on the Patterson Airfield, delineated by a red painted line on the surface of the pavement (see **Attachment 9**). Ropes and stanchions will be used for transient aircraft that require establishment of a temporary restricted boundary. Access is through an entry control point marked with a sign and a break in the red line or rope. Operators entering restricted areas must be authorized and have the appropriate area designated on their AF Form 1199, or listed on an approved EAL.

6.2.2. Crossing over red lines, or ropes that delineate restricted area boundaries is considered a serious security violation.

6.3. Free Zones.

6.3.1. It is necessary to occasionally establish a free zone within a controlled or restricted area to provide unrestricted access to personnel for the purpose of construction, special events, etc. All

free zones will be established IAW AFI 31-101, *The Air Force Installation Security Program,* and be approved by the Installation Security Council.

MICHAEL J. BELZIL, Colonel, USAF
Commander, 88th Air Base Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Airfield—Defined as all aircraft movement areas including runways, taxiways, arm/disarm areas, hazardous cargo pads, parking ramps, servicing areas where you may encounter aircraft, and the surrounding grounds within the airfield's perimeter fence.

Controlled Movement Area (CMA)—Defined as runways, overruns/underruns, and any area within 100 feet including localizer critical areas. All vehicles or personnel operating within the CMA shall be under tower control and maintain positive radio contact with the Control Tower at all times (see **Attachment 2**).

Movement Area—Defined as all taxiways, arm/disarm areas, hazardous cargo areas, and any area inside the boundaries of taxiway ALPHA and taxiway BRAVO. All vehicles operating within the Movement Area will monitor the Tower Talk Group on the land mobile radio (LMR) system unless otherwise approved by Airfield Management.

Flightline—Defined as any area where aircraft may be encountered, and the surrounding grounds but not beyond the airfield perimeter fence. EXCLUDED AREAS: Aero Club parking lot and 445th Airlift Wing buildings that have parking lots located inside the airfield perimeter fence. Personnel operating vehicles exclusively in these excluded areas are not required to obtain flightline certification.

Aerodrome Controlled Area—Defined as any area located within the airfield security fence (marked as controlled area) that surrounds Patterson Field designated as AA.

Visual Flight Rules (VFR)—Defined as meteorological conditions of ceilings at or above 1,000 feet or visibility at or above 3 miles.

Instrument Flight Rules (IFR)—Defined as meteorological conditions below VFR criteria.

VFR Hold Lines—Defined as mandatory pavement markings and internally lighted signs located at taxiway/runway intersections. This indicates entry into the CMA (see **Attachment 3**).

Instrument Hold Lines (sometimes referred to as IFR hold lines)—Defined as mandatory pavement markings and internally lighted signs located at the entrance to Glide Slope critical areas (see **Attachment 3**).

Runway Incursion—Any occurrence involving an aircraft, vehicle, person, or object that enters the CMA without authorization from the Control Tower that requires an aircraft to deviate from its intended course.

Unauthorized Runway Entry—Any occurrence involving an aircraft, vehicle, person, or object that enters any portion of the CMA and does not affect the normal operation of aircraft flight.

AF Form 483, Certificate of Competency—The Chief of Airfield Management (CAM) issues the certificate. The certification block will indicate 'Flightline Driving' and will include applicable restrictions. The certificate is validated when signed by the CAM.

AF Form 1199, Air Force Entry Control Card—All personnel operating in the Airfield Controlled Area must possess this pictured ID marked as AA. Access to restricted areas must be marked for each

appropriate restricted area. All personnel in possession of an AF Form 1199 may act as an escort for non-badged personnel for the designated area.

Foreign Object Damage (FOD)—FOD involves any object on the flightline that can cause damage to aircraft.

Privately Owned Vehicle (POV) Pass—*Wright-Patterson Visual Aid,* WPVA 13-1 Flightline POV Pass, WPAFB OH. This pass authorizes nonmilitary vehicles to temporarily operate on the flightline and is controlled by and issued by the CAM. Proper written justification stating location where POV will operate, and signed by the organization commander is required to receive a POV pass. Contractors will site awarded contract number, brief description of work, and location where POV is to be operated as justification. Passes are color coded and issued annually on receipt of justification letter.

CAM—Chief, Airfield Management

DCAM—Deputy Chief, Airfield Management

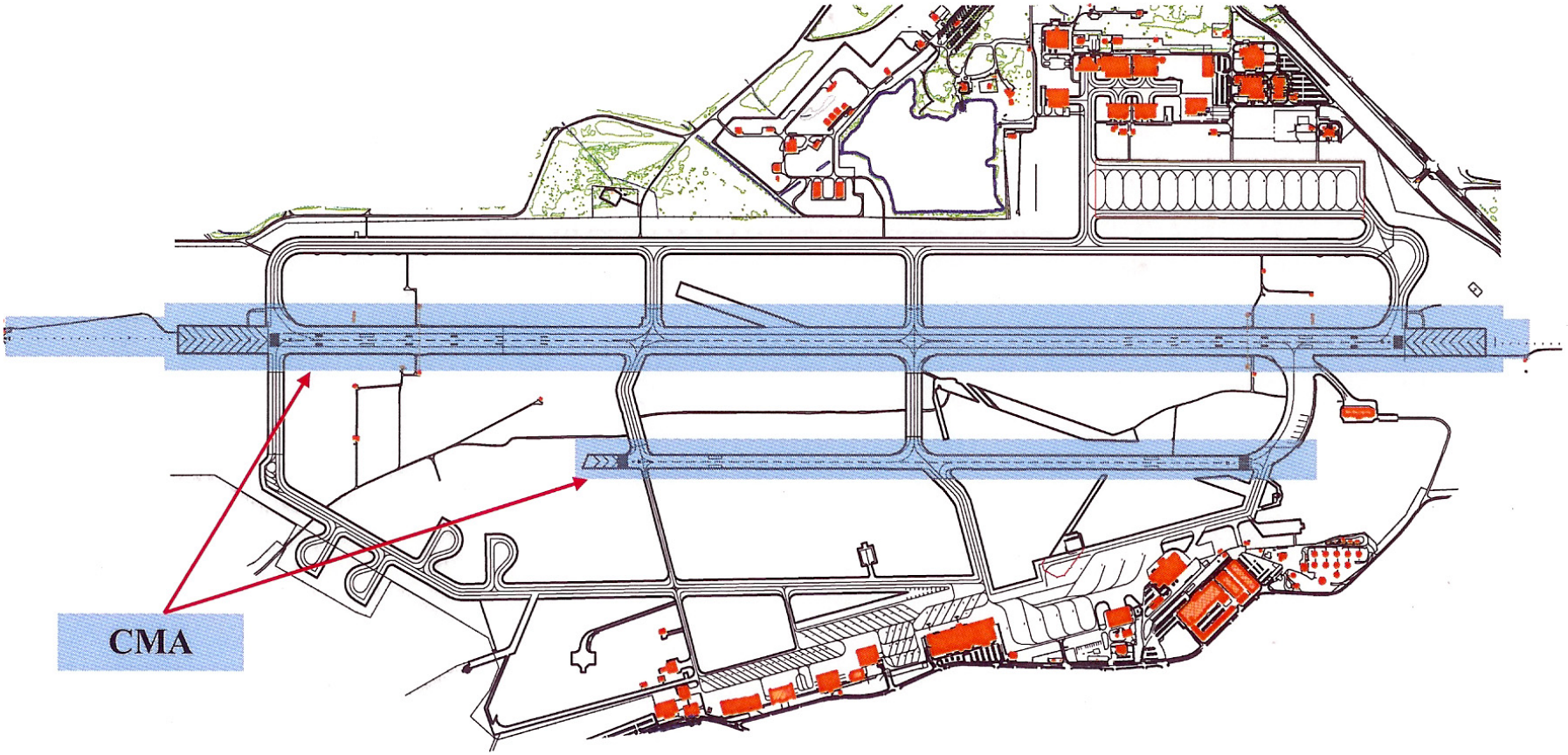
Flightline Driving Program Manager (FDPM)—The civilian or military individual appointed by unit commanders or directors to administer the organization's Flightline Driving Program.

Contractors—Defined as short term or temporary personnel working on the airfield (i.e., construction, engineering design teams, surveyors, etc.). It does not apply to contractors such as Transient Maintenance, Fuels, Passenger Terminal, or Air Freight personnel, who have obtained an AF Form 1199 and AF Form 483 for flightline driving as required in the performance of their duties

Attachment 2

CONTROLLED MOVEMENT AREAS

Controlled Movement Areas



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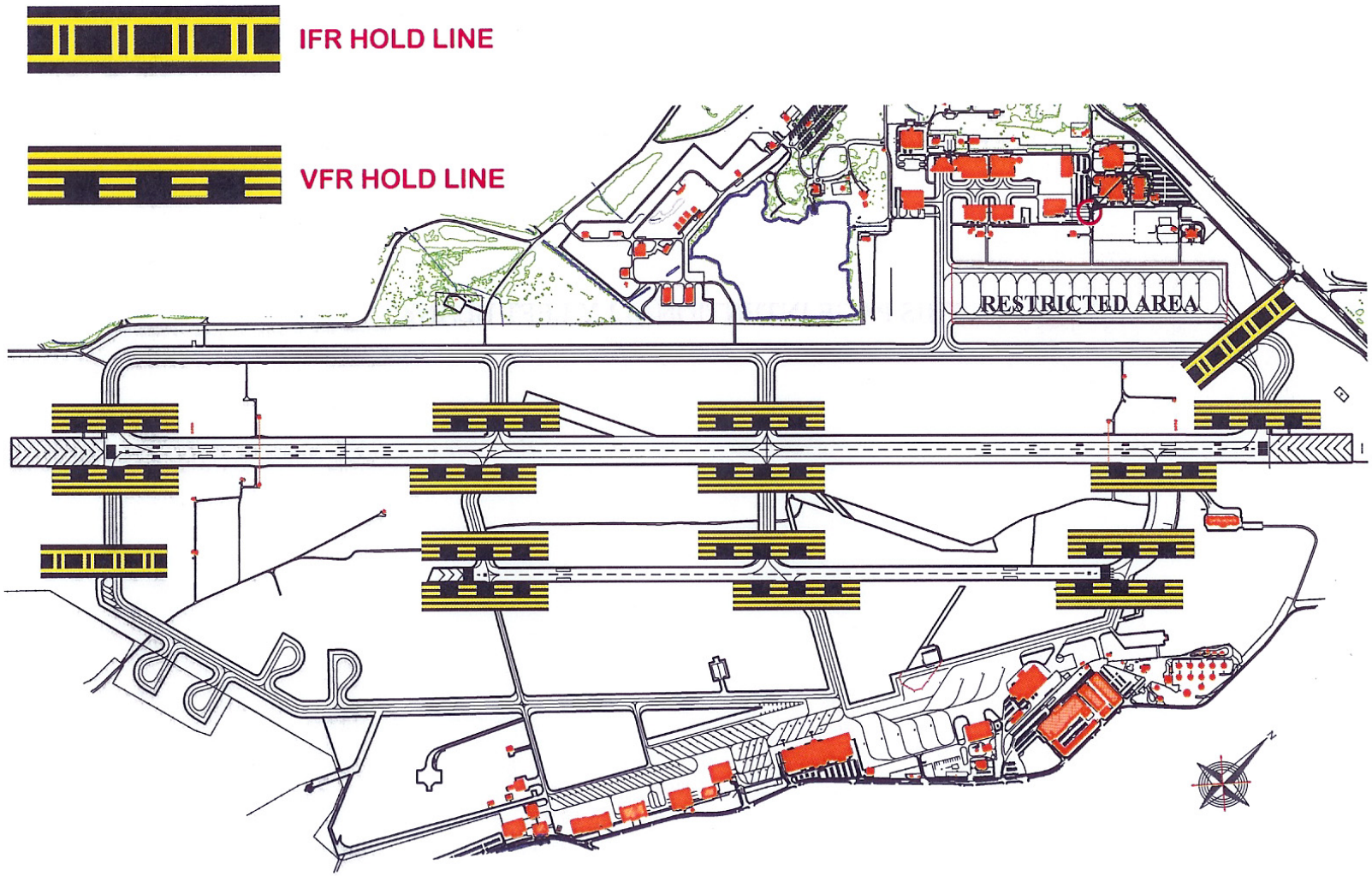
Attachment 3

IFR & VFR HOLD LINES

IFR & VFR HOLD LINES



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Attachment 4

FLIGHTLINE DRIVER CERTIFICATION

Date

MEMORANDUM FOR 88 OSS/OSAM

FROM: (Your Unit)

SUBJECT: Documentation of Flightline Driver Training and Certification

1. The following individual is granted flightline driving privileges:

Name/Rank: Civilian License: Yes/No

SSN:

Certificate Number:

Unit: Restrictions:

Duty Phone:

2. The above individual has been certified on the following items:

TRAINING ITEM	**DATE**	**TRAINER**	**TRAINEE**
Ability to distinguish between Red/Green/Yellow/White/Blue	_____	_____	_____
Light Gun Signal Recognition Test	_____	_____	_____
Flightline Driver Training (Classroom)	_____	_____	_____
Day Flightline Orientation/Training (Practical)	_____	_____	_____
Night Flightline Orientation/Training (Practical)	_____	_____	_____
Flightline Driver Test (Practical)	_____	_____	_____
Flightline Driver Test (Written)	_____	_____	_____

3. This letter will be retained by the Flightline Driving Program Manager until individual is reassigned.

_____

Unit Commander

(If delegated) Flightline Driving Program Manager

Attachment 5

FLIGHTLINE DRIVER RE-CERTIFICATION

MEMORANDUM FOR: 88 OSS/OSAM

FROM:

SUBJECT: Flight Line Drivers Training Course

I hereby certify that the following personnel have successfully completed the Flight Line Drivers Training Course with a score of 80 percent or higher on the exam, reviewed incorrect answers, and have been annotated on my log.

In the column below marked by (*): R = Renewal D = Deletion

Last, First, M.I.	Rank/Grade	AF 483 Cert. #	Date Tested	SSAN	*

Signature: _____

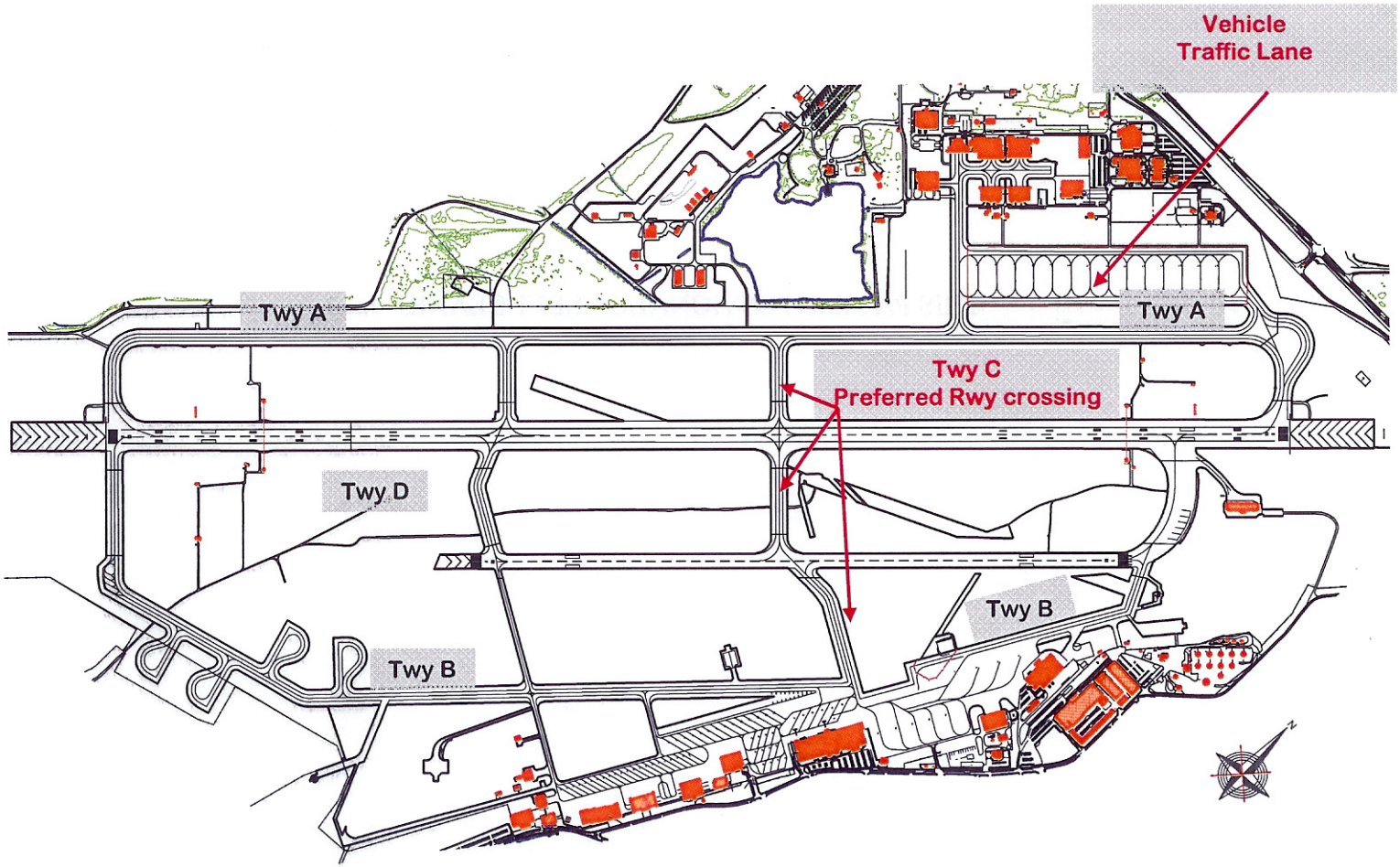
Print Name & Phone Number

Flightline Driving Program Manager

Attachment 6

VEHICLE TRAFFIC LANES AND PREFERRED ROUTES

Vehicle Traffic Lanes & Preferred Routes



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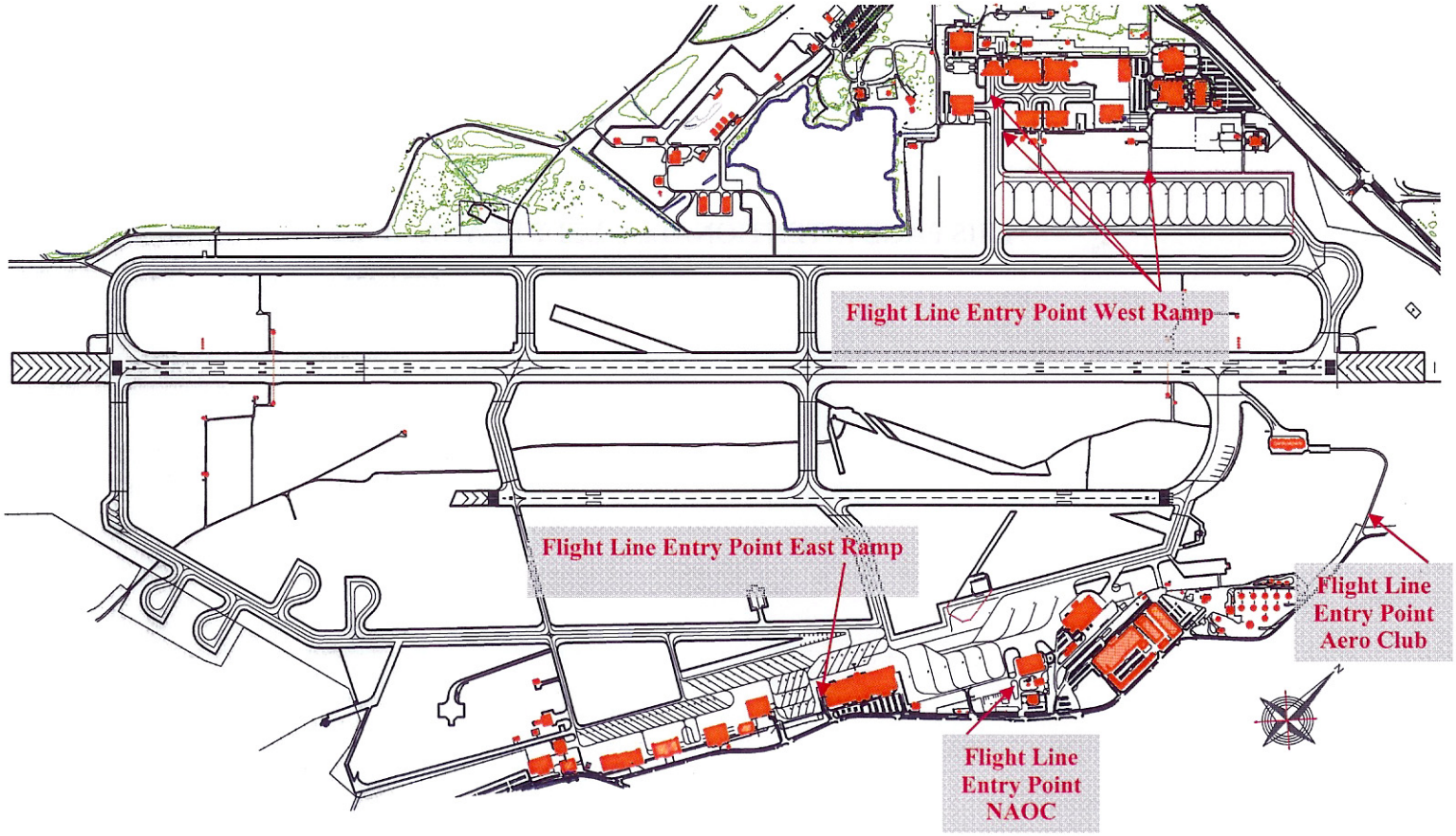
Attachment 7

FLIGHT LINE ENTRY POINTS

Flight Line Entry Points



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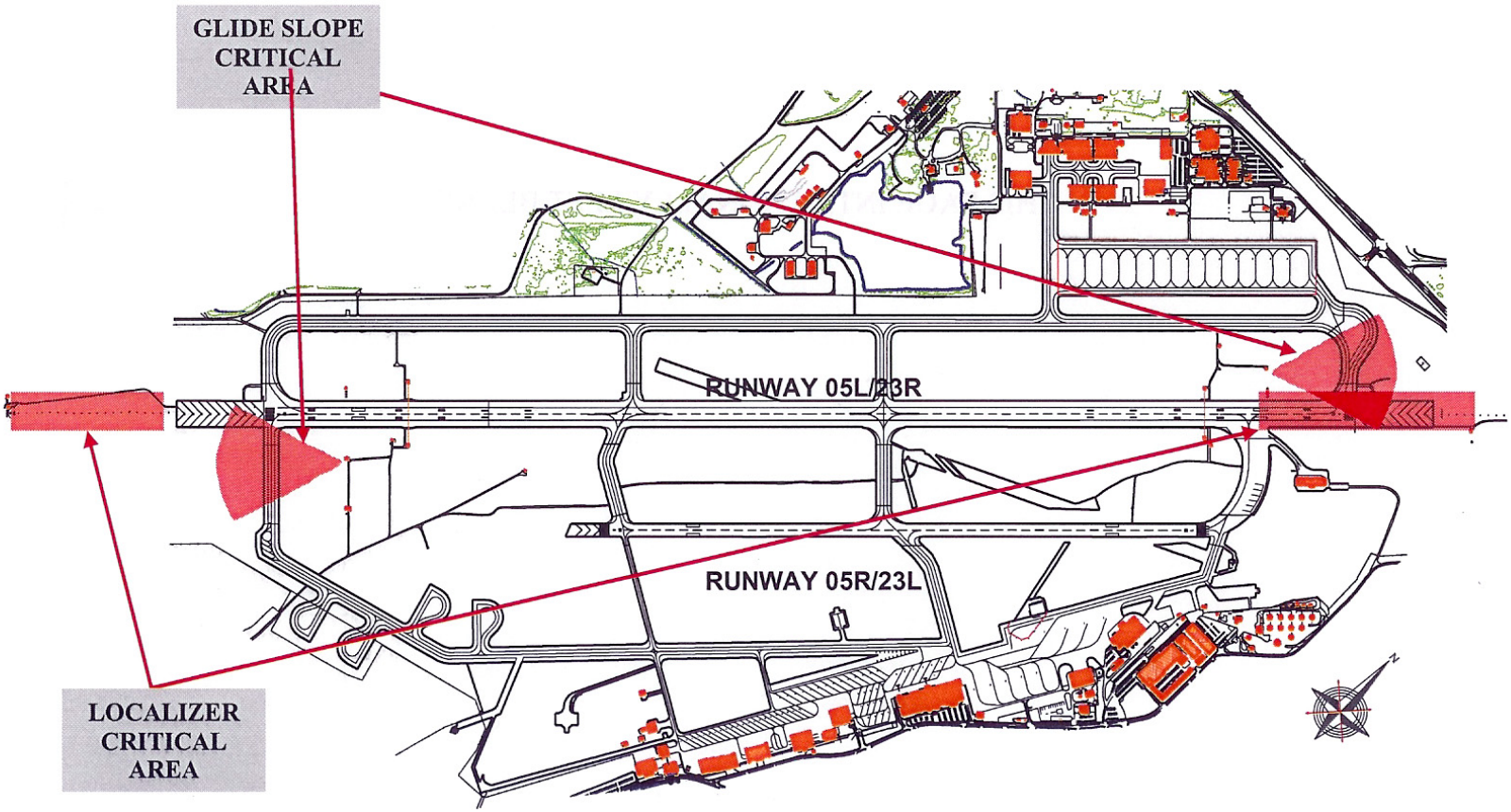
Attachment 8

ILS AND GLIDE SLOPE CRITICAL AREAS

ILS & Glide Slope Critical Areas



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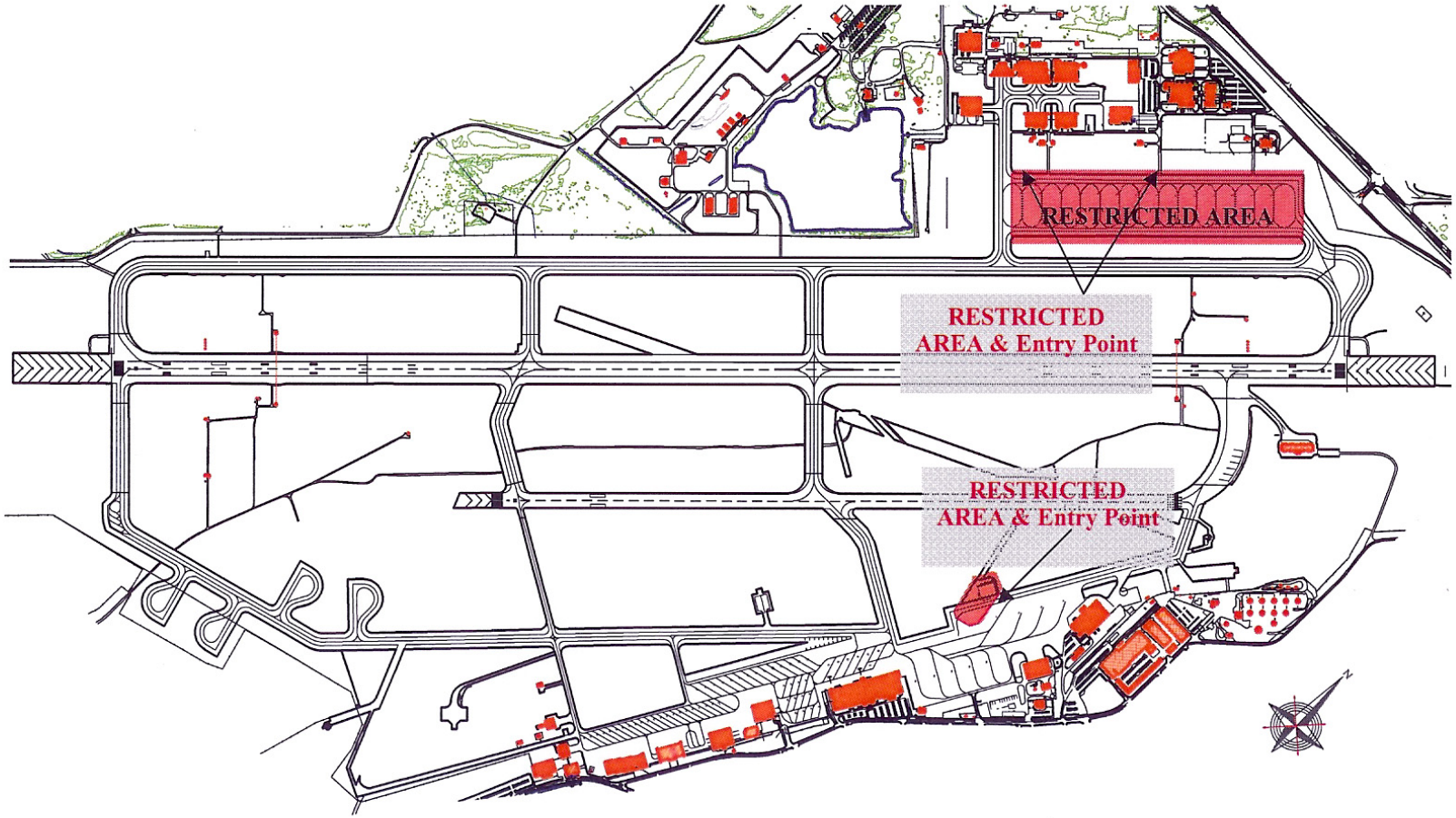
Attachment 9

RESTRICTED AREAS AND ENTRY POINTS

Restricted Areas & Entry Points



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